



City of Kingman

Job Description

Classification: Building Maintenance Worker
Department: Building Maintenance
Accountable To: Building/Fleet Maintenance Superintendent

Created/Revised Date: May 2015

FLSA Status: Non-Exempt **Salary Grade:** 202 **Band:** A **EEO4:** 8

General description of position:

Performs a variety of skilled and unskilled tasks in the custodian care, maintenance, and repair of City buildings and property.

Supervision Received:

Works under the supervision of the Facilities/Equipment Superintendent or designated person.

Supervision Exercised:

None generally. May supervise temporary employees or community service workers.

Essential Duties and Responsibilities: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Responsible for performing duties that involve the care and cleaning of City buildings, and minor maintenance work.
- Cleans, sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
- Cleans and sanitizes restrooms and replenishes supplies.
- Cleans spills, using proper safety methods and signage/barricades/indicators.
- Cleans drinking fountains, mirrors, tables, walls, fixtures, vents, blinds, light fixtures, etc.
- Washes windows, walls, metal and woodwork.
- Changes light bulbs and fluorescent tubes.
- Dumps ash cans and garbage and relines cans with liners.
- Cleans and removes debris from rain gutters.
- Sweeps roofs and sidewalks.
- Remove snow or ice from sidewalks, driveways, and parking areas, using snow shovels, and spread snow/ice melting remedies.
- Picks up litter from around buildings and grounds.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Opens and closes; locks and unlocks facilities as needed.
- Keeps records or logs of work completed.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Orders and replenishes custodial supplies and equipment.
- Maintains an inventory of supplies.
- Maintains supply rooms/closets in an orderly manner in conjunction with OSHA regulations for the safe storage of chemicals and supplies and observes proper labeling requirements for mixed cleaning solutions.

- Maintains Safety Data Sheets (SDS) for the chemicals and supplies utilized in the facility and send Risk Management current and updated SDS.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events as directed.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Performs minor semi-skilled interior building maintenance and minor repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
- Notify supervisors concerning the need for major repairs or additions to building operating systems.
- Sets up rooms for meetings/events, folding/stacking tables and chairs, or loading/unloading materials.
- Assists Building Maintenance Technician and/or City Electrician on building maintenance and/or remodeling projects.
- Locks and unlocks buildings as needed and secures buildings.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

Peripheral Duties:

- Performs related duties as required.
- Performs special assignments as requested.

Desired Minimum Qualifications:

Education and Experience:

Graduation from high school education or GED equivalent;

Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Knowledge:

Working knowledge of equipment, materials and supplies used in cleaning and building maintenance; Preparation, use and disposal of chemical cleaning agents; Appropriate use of cleaning agents for varied surface types; Proper use of ladders, dollies, and carts; Safety procedures when cleaning and moving equipment and furniture; Working knowledge of equipment and supplies used to do minor building repairs; Some knowledge of first aid and applicable safety precautions.

Skills:

Skill in operation of listed tools and equipment; Troubleshooting problems; Maintaining and handling applicable equipment; Utilizing mechanical apparatus; Preparing and maintaining records; Working in a team environment; Providing customer service; Utilizing a computer and relevant software applications; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities:

Perform routine custodial activities; Perform manual labor; Perform routine maintenance and repair activities; Operate motor vehicle and cleaning equipment; Adapt to changing work priorities; Perform basic mathematical calculations; Work independently and to complete daily activities according to work schedule; Participate in teamwork productively; Lift heavy objects, walk and stand for long periods of time; Communicate orally and in writing; Use equipment and tools properly and safely; Understand and follow written and oral instructions; Establish effective working relationships.

Special Requirements:

Valid Arizona Driver's License or ability to obtain one.

Work Environment:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign Off:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____